



United States Agency for International Development USAID/Afghanistan, Kabul

USAID is announcing a vacancy for the following position

Health Program Management Specialist (Social Sector Reform Office)

The Health Program Management Specialist provides technical, administrative, financial and management assistance to USAID/AFGHANISTAN under a personal services contract (PSC). The employee serves as program specialist for health and/or population activities and assists the Mission in implementing the Agency's sector-wide health activities in Afghanistan. The incumbent has daily responsibility for managing and coordinating project activities with top officials in the Ministry of Health (MOH) as well as with other ministries and international agencies associated with the implementation of health, population and nutrition (HPN) projects.

BASIC FUNCTION OF THE POSITION:

Under the direction of the General Development Officer, the incumbent will:

1. Act as advisor to the Health Program Advisor and the GDO, or designee, on all health, population and nutrition activities in Afghanistan. He/She will often represent USAID/Afghanistan at meetings with MOH personnel and other donor agencies.
2. Coordinate all correspondence and document management between USAID/Afghanistan, project implementing agents, the MOH, and AID/W regarding health and/or population issues, as necessary.
3. Prepare for and coordinate meetings with the MOH, regional representatives of the World Bank, the World Health Organization, UNICEF, UNDP and other international donor agencies, as assigned. Ensure coordination of USAID Health activities with all other activities.
4. Represent USAID/Afghanistan as Program Specialist and Activity Manager in meetings with project implementing agents (contractors, grantees, PVOs/NGOs, etc.), and provides expertise to senior USAID/Afghanistan officials.
5. Travel within Afghanistan to monitor health and population project activities and interventions, as appropriate.
6. Provide financial, administrative and project management oversight on behalf of USAID/Afghanistan for specific health and/or population projects, as assigned. This will include

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project design and closeout, as well as management of the complete obligation, earmark, commitment, disbursement and accrual processes.

7. Provide logistical and administrative support for short-term consultants including assistance during the consultancies.

8. Perform other activities as assigned by the GDO as needed to meet USAID/Afghanistan's health, population and nutrition objectives.

DESIRED QUALIFICATIONS:

Education: Master's degree or Afghan equivalent, preferably in public health, a health discipline or management discipline, or a related field. A medical degree is highly desirable. An operational understanding of health and population issues in Afghanistan is required.

Prior Work Experience: From four to six years in progressively more responsible administrative and management experience in a developing country with a health and/or population project is required. Specific experience in maternal health, child health, family planning and program operations is highly desirable.

Past experience with USAID or an international organization's project management, including financial reporting systems and formats is highly desirable.

Demonstrated understanding of the Ministry of Health and Afghanistan's governmental structure.

Language Proficiency: The incumbent must be fluent in Dari and English. Fluency in Pashto is advantageous.

Skills and Abilities: The candidates must demonstrate competency with computers, especially word processing and spreadsheet programs.

Salary Range: FSN 09

THESE ARE LOCAL HIRE POSITIONS

Applications must be in English. Deadline for submitting applications is May/12/ 2004.

Applications should be addressed in USAID Box, attention to Karima Nawabi or Alexander Bond and submit by the closing date at American Embassy in Kabul. Curriculum Vitae, together with a covering letter which includes a job title and should specify skills and educational background.

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